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(7) Conduct a minimum of 10 face-to-face or telephonic DEP Executive Screens per month.

(8) Review 10 percent or 10 (whichever is the lesser number) total, DEP Training Records maintained by individual recruiting stations of current DEP members and document the review on the NAVCRUIT 1500/1.

g. NAVCRUITDIST Chief Recruiter/Assistant Chief Recruiter

(1) Ensure each Division and NAVCRUITSTA has a strong, viable DEP program that is in compliance with this instruction.

(2) Monitor the DEP pool, with special emphasis on those shipping within the next 90 days.

(3) Ensure First Out-month Shipper Verifications are completed by Leading Chief Petty Officers no later than the 15th of the current month for next out month shippers; any issues likely to affect shipping must be resolved prior to the end of the month.

(4) Identify and train to recognized weaknesses within the DEP with emphasis on minimizing attrition.

(5) Ensure actions are taken to correct any negative trends associated with DEP losses.

(6) Conduct a minimum of 10 face-to-face or telephonic DEP Executive Screens per month.

(7) Review 10 percent or 10 (whichever is the lesser number) total, DEP Training Records maintained by individual recruiting stations of current DEP members and document the review on the NAVCRUIT 1500/1.

Note: Corrective action shall be taken if divisions have excessive in-month attrition, excessive requests for rollouts, or abnormally high levels of overall attrition.

h. NAVCRUITDIST DEP Coordinator

(1) Assist the R-OPS/CR in program administration.

(2) Track all Referral Recognition forms to ensure Future Sailors receive awards in a timely manner. Verify all paperwork for advancement is included in the Future Sailor's service record prior to shipping.

(3) Obtain DEP meeting schedules from each **LPO/LCPO** and distribute monthly to coordinate attendance from the chain of command.

(4) Provide the CO, XO, CMC and R-OPS with a randomly selected list of the next two months out and later (second out-month and later) shippers to do Executive Screens.

(5) Conduct any other administrative duties to enhance the DEP as directed by the chain of command.

i. NAVCRUITDIST Trainer

(1) Assist in the training of production recruiters on effective DEP leadership and management procedures.

(2) Assist in DEP audits as directed by the chain of command.

(3) Train Recruiters in the proper utilization of the DEP Tool Kit and the Applicant Compensation Evaluator (ACE).

j. Nuclear Field Coordinator (NF)

(1) Maintain an R-Tools prospect record on each NF Future Sailor.

(2) Contact all NF Future Sailors monthly. This contact is in addition to required recruiter contacts.

(3) Attend DEP functions as frequently as practicable, with a minimum of one per month.

k. Naval Special Warfare/Naval Special Operations/Air Rescue Swimmer (NSW/NSO/AIRR) Coordinator

(1) Ensure proper DEP management through proactive mentorship of all NSW/NSO/AIRR program Future Sailors.

(2) Identify and work to improve NSW/NSO/AIRR Future Sailors' physical fitness levels and motivation in order to increase success rate in their respective training pipelines.

(3) Train and qualify specific NAVCRUITDIST representatives who will assist in the physical screening of NSW/NSO/AIRR Future Sailors, specifically the Physical Screening Test (PST).

(4) Coordinate/Conduct 14-day Physical Screening Tests.

(5) Ensure NAVCRUITDIST representatives (**LPO/LCPO** or above) conducting and/or supervising the PST or specific physical training, understand and follow

operational risk management to mitigate risk and or injury to NSW/NSO/AIRR Future Sailors.

(6) Conduct presentations and campus visits at high schools and colleges.

(7) Assist recruiters/classifiers in processing and tracking NSW/NSO/AIRR programs applicants and waiver submissions.

(8) Coordinate with recruiters to schedule the Physical Screening Test (PST).

(9) Inform the chain of command of all NSW/NSO/AIRR program Future Sailors status, to include PST, attrition, etc.

(10) Inform chain of command of any NSW/NSO/AIRR Future Sailor that fails or is otherwise no longer eligible for the NSW/NSO/AIRR program.

(11) Install and maintain the NSW/NSO/AIRR working tickler.

I. Division Officer (DIVO)/Division Leading Chief Petty Officer (DLCPO)

(1) Ensure the DEP is properly administered in each NAVCRUITSTA per this instruction.

(2) Conduct a minimum of one NAVCRUITSTA visit per month. Any exception must be granted, in writing by the R-OPS.

(3) Ensure that all assigned LPO/LCPO's and recruiters are properly trained on DEP leadership policies and procedures.

(4) Maintain a current database of all Future Sailors in the Division and a list of potential problems by station, recruiter, Future Sailor name, program, and ship date.

(5) Attend DEP functions as frequently as practicable, with a minimum of two per month and ensure the use of the DEP Tool Kit in planning and conducting DEP meetings.

(6) Provide LPO/LCPO's with written feedback on the quality of their DEP meetings with recommended improvements (DEP Meeting Feedback and Evaluation). This feedback shall be retained in the LPO/LCPO's training record.

(7) Review all DEP re-certification forms and DEP records during NAVCRUITSTA visits. Identify and take corrective action on any problems discovered.

(8) Conduct a Division DEP audit at least quarterly to identify attrition trends.

(9) Conduct First Out-month Shipper Verifications no later than the 15th of the current month on all shippers scheduled for the next out month (i.e., 15 August,

complete verifications on all September shippers). All findings shall be documented in R-Tools and any further action taken as necessary to resolve any issues that might impact shipping.

(10) Review all Turnover Audits. Retain on file for two years.

m. Leading Petty Officer/Leading Chief Petty Officer The LPO/LCPO's leadership role is critical to the success of the DEP; more simply put, no one is more important. The LPO/LCPO must be held accountable for what happens, or what does not happen, with his/her DEP pool. Duties and responsibilities are as follows:

(1) Provide the overall supervision required to ensure the NAVCRUITSTA and assigned recruiters comply with this instruction and local policies promulgated by the Commanding Officer.

(2) Schedule and coordinate DEP activities/functions. Ensure all Future Sailors and their families are afforded the opportunity to attend and contribute to the program. Ensure recruiters use the DEP Tool Kit in planning and conducting DEP meetings.

(3) Maintain consistent and continuous contact with each Future Sailor. A minimum of three phone contacts and two face to face contacts per month including DEP Meetings

(4) Ensure solicitation of referrals from Future Sailors.

(5) Establish a DEP Training Folder prior to indoctrination for each new Future Sailor. The DEP Training Folder is retained at the NAVCRUITSTA until the Sailor graduates from Recruit Training Command (RTC). The DEP Training Folder Checklist, available on the Command website (under forms), contains a list of documents to be maintained in the DEP training folder. The documents shall be organized in the following order:

- Section 1 - 72 Hour Indoctrination, Hold harmless agreement, Drug Modules.
- Section 2 - DEP recertification (30 day, 7 day, 24Hr)
- Section 3 - Enlistment Contract, Applicant Compensation Evaluation
- Section 4 - BEERS Documents, Release of information, SF-86, Blank PRC
- Section 5 - NIDT documents, START Guide
- Section 6 - DEP Action requests, 5305's, Advancement page 13.

(6) Ensure that 72-Hour Indoctrinations are conducted by Recruiters at the Future Sailor's home. The LPO/LCPO will accompany all new Recruiters on their initial 72-Hour Indoctrination. All Future Sailor's who receive their 72-Hour Indoctrination by the Recruiter only, will be contacted by the LPO/LCPO via phone or face to face within five days minimum, after completion of the 72-Hour Indoctrination. Recruiters utilize ACE to reinforce the Future Sailor's decision and their parents'/guardians' support.

(7) Ensure all required DEP Recertifications are completed and retained in the DEP Training Folder until graduation from RTC.

(8) The **LPO/LCPO** shall ensure each recruit receives a minimum of one personal letter from their recruiter while at RTC. The letter should be written no later than one week after the Future Sailor ships to RTC and should provide encouragement and motivation to the new recruit during the first few weeks of RTC. A copy of the letter shall be retained in the Future Sailor's Training Folder and documented in R-Tools. Contact information can be obtained by the Recruiter accessing the STASS (Write your Recruit) on the Recruiting Quarter Deck.

(9) Ensure the parents/spouse have Recruits contact information no later than one week after the Future Sailor ships to RTC and again one month after ship date. Contact information can be obtained by the Recruiter accessing the STASS (Write your Recruit) on the Recruiting Quarter Deck.

n. Recruiter. The most important element relating to the ultimate success of the Future Sailor is the "hands on" involvement of the recruiter. It is the recruiter's personal involvement that will, in the end, determine whether the maximum benefits of the program are realized. The recruiter's responsibilities include, but are not limited to:

(1) Take the role of mentor and provide guidance to the Future Sailor on all issues. The goal is to develop and maintain a professional trust and bond with the Future Sailor, and ensure a smooth transition during the journey from civilian life to military life.

(2) Conduct the DEP in accordance with the guidance set forth in this instruction and local policies promulgated by the Commanding Officer.

(3) Maintain consistent and continuous contact with each Future Sailor. A minimum of three phone contacts and two face to face contacts per month including DEP Meetings

(4) Record and update Future Sailor contact and participation in R-Tools.

(5) Respond promptly to Future Sailor needs as they arise, especially when it may alter shipping status. Inform and coordinate this activity through the **LPO/LCPO**.

(6) Solicit referrals from Future Sailors and provide the disposition of each referral to the Future Sailor.

(7) Ensure that 72-Hour Indoctrinations are conducted at the Future Sailor's home. The 72-Hour Indoctrinations will be held no later than three days following enlistment unless scheduling conflicts do not allow the Future Sailor's parents/spouse to be present. In this case Recruiters are allowed five days to complete the 72-Hour Indoctrination.

CHAPTER 2

PREPARATION FOR RECRUIT TRAINING

020101. GENERAL. All Future Sailors must be physically and mentally prepared to cope with the challenges of recruit training. All efforts to help the men and women in the DEP prepare for recruit training will provide dividends in the form of fewer RTC attrites and better Sailors in the Fleet.

020102. MENTAL PREPARATION. Future Sailors must be mentally prepared for recruit training both in terms of attitude and knowledge. Too many recruits, bewildered by the abrupt change in environment, become apathetic or hostile towards training and the Navy. This produces numerous attrites of otherwise qualified men and women. Mental preparation begins with the 72-hour indoctrination and concludes with a final briefing with the Future Sailor just before they ship to RTC.

020103. DEP DIVISION ORGANIZATION. All Future Sailors assigned to the same NAVCRUITSTA should be organized into a DEP Division. This can increase mental preparation by familiarizing Future Sailors with the Navy chain of command, introducing them to the titles used at RTC, and providing them with an opportunity to lead other Future Sailors.

a. It is not required that all positions be used in the Chain of Command, only those needed for effective organization. Future Sailors should be assigned limited responsibilities and encouraged to take an active role in the development of junior personnel. However, the mentoring relationship and performance counseling functions must remain the sole responsibility of the recruiter.

b. If at all possible, Future Sailors should have the opportunity to advance up the Chain of Command based on their motivation, number of referrals provided, PQS Qualifications, and demonstrated teamwork.

020104. 72-HOUR INDOCTRINATION. A good 72-hour indoctrination will eliminate buyer's remorse and provides a good foundation for the Future Sailor's relationship with the recruiter during their time in the DEP. The US Navy Delayed Entry Program Standards Transition Acknowledgement Requirements Training (S.T.A.R.T) Guide will be used to ensure all Future Sailors are informed of their Navy opportunities and acknowledge receipt of this information. All 72-Hour DEP Indoctrinations will be documented in R-Tools and a copy will be placed in Future Sailor's training folder. Written authorization is required from the **DLCPO** prior to conducting 72-hour indoctrination outside the Future Sailor's home. The **LPO/LCPO** shall accompany each new Recruiter on their initial 72-Hour Indoctrination. In cases where a Future Sailor is under the age of 18 years old or married the Future Sailor's Parents/spouse must attend the 72-Hour Indoctrination. All others are highly encouraged to attend. This allows parents/spouse to ask questions and understand the requirements the Future Sailor must fulfill while in DEP. The 72-Hour Indoctrinations will be completed no

Indoctrination. It provides the recruiter with the time necessary to go over DEP PQS, verify Future Sailor's enlistment eligibility, conduct physical fitness training, and discuss referral prospecting.

- a. The number of mentoring contacts will vary based on the needs of the Future Sailor, but shall be no less than once per month. If at all possible, the monthly mentoring contact should not be held in conjunction with the monthly DEP Meeting.
- b. The initial mentoring contact shall take place at least one week after the 72-Hour Indoctrination.
- c. During the initial Mentoring contact complete the DEP Recertification. Reemphasize the Navy's Core Values and Drug Abuse Policy. Initiate NIDT Drug Abuse Training modules to be completed by the Future Sailor within one week.
- d. Document all mentoring contacts in R-Tools.

020106. DEP MEETING. DEP meetings are team building exercises and promote unit cohesion. Muster Reports will gauge the cohesiveness and effectiveness of individual NAVCRUITSTA DEP pools. DEP Meetings are designed to prepare the Future Sailor for RTC and produce referrals. Attendance should be 80% or better. Each Recruiter and Future Sailor shall be addressed by their military title at all times. The beginning of each meeting should start with a reciting of the Sailor's Creed. The **LPO/LCPO** shall:

- a. Prepare a annual DEP meeting schedule and submit to DEP Coordinator via chain of command to solicit attendance from the COC and other headquarters' staff.
- b. Hold a DEP Meeting at least once per month using the DEP Tool Kit to plan and coordinate the function.
- c. Ensure each Future Sailor signs the DEP Meeting Muster Reports (Record of Delayed Entry Program (DEP) Meeting/DEP FLEX EVENT.
- d. Schedule Flex-DEP events for Future Sailors who are unable to attend the regularly scheduled DEP Meeting. See Article 020107.
- e. Encourage Future Sailors to invite friends, family and referrals to the DEP event. All referrals shall be documented and tracked in R-Tools.

020107. FLEX-DEP EVENTS. The **LPO/LCPO** will ensure a Flex-DEP event is scheduled for Future Sailors who are unable to attend the regularly scheduled DEP Meeting. The Flex-DEP event does not need to cover everything presented in the regularly scheduled DEP Meeting, but should include a summary of items discussed, presentation of any awards, and a motivational talk. Every attempt should be made to conduct a Flex-DEP as a group. Only as a last resort should the Flex-DEP event be conducted one-on-one

with Future Sailor's who were unable to attend the regular DEP Meeting. Muster Reports for each individual Flex-DEP Event will be attached to the DEP Muster Reports for the regular DEP Meeting to satisfy the monthly DEP meeting requirement. DEP Meetings/Multiple Flex-DEP events will not be reported on a single Muster Report.

020108. DEP PERSONNEL QUALIFICATION STANDARDS (DEP PQS). DEP PQS is an important element in preparing Future Sailors for their transition to a military training environment. Recruiters shall inform the Future Sailor of the requirement to initiate DEP PQS and encourage the Future Sailor to complete all eleven DEP PQS topics prior to their scheduled ship date. Recruiters will ensure each Future Sailor receives adequate training during scheduled DEP meetings and other periods of Future Sailor mentoring. The completion of DEP PQS is mandatory for all non-Tier I Future Sailors.

a. Recruiters are required to ensure all Future Sailors strive to successfully complete all eleven DEP PQS topics contained in the Standards-Transition-Acknowledgement-Requirements-Training (START) Guide prior to their scheduled ship date. The Recruiter will use the START Guide to sign and date each DEP PQS topic upon the Future Sailor's demonstrated mastery of the topic.

b. The **LPO/LCPO** is responsible to track the progress of all Future Sailors in his or her DEP by utilizing the DEP PQS Tracking Sheet. The DEP PQS Tracking Sheet shall be displayed in a visible location within the Navy Recruiting Station. Completed DEP Tracking sheets shall be retained for a period of 24-months and will be subject to inspection as part of the Command Inspection Program.

c. PQS completion/non-completion must be documented in Section VI, Remarks, of the DD Form 1966/4.

020109. PHYSICAL PREPARATION. Future Sailors must be physically prepared for the rigors of recruit training. Too much training time is lost because prospective Sailors arrive at RTC without the minimum level of strength and endurance. The answer is to adopt a healthy lifestyle which promotes proper nutrition and daily exercise. Placing a greater emphasis on this program will result in improving the physical status of those who need it most. Under no circumstances will any Navy representative lead or conduct any physical activity with anyone seeking affiliation with any component of the U.S Navy prior to completion of the following actions: 1) prospect completes a Medical examination at MEPS; 2) prospect executes a Hold Harmless Agreement and Release from Liability certificate; and 3) Navy personnel leading physical training have completed the NKO Command Fitness Leader course (CPD- CFL-010), NKO Supervisor – Managing Your Teams Risk (CPPD-ORM-MYTR-1.0), CPR certification (American Red Cross or American Heart Association), and NRC (N7/NORU) approved training on the "Fitness and Nutrition Guide" and "Recruiter Guide for Physical Training".

a. All Recruiters will become familiar with the contents of the NRC "Fitness and Nutrition Guide" and "Recruiter Guide for Physical Training" which are located on the NRC Quarterdeck at <https://rq.cnrc.navy.mil>.

j. Recruits will be required to perform various in-water skills and technique drills. Comfort in the water beyond good swimming ability is required. There is no requirement to administer a swim assessment in the DEP. "Breath holding is not allowed". Future Sailors and prospective candidates will be briefed that at no time are they to participate, conduct, and/or practice breath holding evolutions while in DEP Status or otherwise. Breath holding, to include underwater swims, is not screening criteria or a competitive factor of a candidate desiring a NSW/NSO/AIRR program contract.

k. Recruits must complete a diving duty physical examination and physical screening test per MILPERSMAN Article 1220-100 while at Recruit Training Command.

020114. SCREENING THE POOL. Screening the DEP must be continuous, both for previously disclosed information as well as any new situation or disqualifying information that might arise while the Future Sailor is waiting to go to RTC. The DEP program is designed to provide continual contact between the Future Sailor and recruiter for a variety of reasons. There is no more glaring indictment of a recruiter's or LPO/LCPO's failure to carry out this responsibility than a previously undisclosed problem immediately preceding ship day. Any difficulties that might prevent a Future Sailor from shipping should be surfaced and confronted immediately, so that the command has an accurate picture of the requirements needed to make shipping.

020115. DEP ACTION REQUEST (DAR). A DAR is used to notify the chain of command of any changes in Future Sailors status, regardless of how insignificant.

a. The individual identifying the need for a DAR will immediately notify the LPO/LCPO. The LPO/LCPO will immediately submit a DAR, by fax, via the chain of command, and fax a copy to the DEP Coordinator. Once required supporting documents, if needed, are collected forward the original DAR and supporting documents via the chain of command

b. Each member of the chain of command will act quickly on each DAR. In cases where a disposition cannot be recommended within two working days, indicate the status and plan of action in the comments section and forward without final disposition.

020116. DEP RECERTIFICATION. The objective of DEP Recertification is early identification of issues that impact enlistment eligibility. It is crucial that every effort must be made to ensure this process is meaningful and relevant. Apathy in the implementation of this process will result in the increased DEP attrition. For example, a Future Sailor comes into the NAVCRUITSTA 3 times every week and is required to complete a recertification each time. This overuse will result in the process becoming irrelevant and the Future Sailor indifferent to the seriousness and consequence of failing to reports accurate information. If concerns are discovered during the recertification, the recruiter must notify the LPO/LCPO immediately. The LPO/LCPO will personally conduct the recertification at 30 days and 7 days prior to ship date and retain all DEP Recertification forms in the Future Sailor's training jacket until graduation from RTC. DEP Recertification shall be conducted:

- a. 30 days and 7 days prior to ship date
- b. Every DEP Meeting
- c. Monthly Mentoring Contact
- d. DEP Custody Turnover
- e. Whenever the **DLCPO/LPO/LCPO** feels there is a need to recertify the Future Sailor due to increased trends in the disclosure of problems/issues from the DEP.

Note: Verification of “Will Grad” status shall be conducted at the end of each scholastic grading period. A copy of the document shall be retained in the DEP Training Folder and documented in R-Tools. **Division Leading Chief Petty Officers** shall sign and date each individual “Will Grad” document during the station visit after the grading period. Recruiters should contact their assigned school’s officials well in advance of the reporting period and schedule a date for picking up the most recent EDVER.

020117. DEP AUDITS. The NAVCRUITDIST DEP Program will be continuously monitored for effectiveness. Periodic snapshot monitoring of the program will ensure the program is maintained in a high state of readiness, and identify necessary training areas or leadership deficiencies.

- a. When conducting a DEP Audit, an examination of the processes is required. Knowing where the problems lie is invaluable for resolution. Resolving the process failure(s) causing the problem is mandatory.
- b. DEP Audits are to be conducted by the **Division Leading Chief Petty Officer** whenever there is a sign of excessive losses or excessive problems in the DEP Pool (in month or out month), and when a turnover of Recruiter, LPO/LCPO, and **Division Leading Chief Petty Officer** occurs.
- c. **Division Leading Chief Petty Officers** will conduct DEP audits face to face with all Future Sailors and complete a DEP Recertification. The results of each interview will be documented in RTOOLS and on the DEP Recertification. A DEP Action Request (DAR) will be completed and forwarded via the chain of command for any relevant problems discovered.
- d. The guidance to determine excessive loss is at the discretion of the NAVCRUITREG Commander and NAVCRUITDIST Commanding Officer.
- e. Results shall be retained for two years and forwarded to the commanding officer via the chain of command.

020118. DEP TURNOVER. A full DEP inspection of the DEP Program, including face-to-face interviews with each Future Sailor, shall be conducted as part of the **LPO/LCPO** Turnover. All turnovers and audits shall be documented in RTOOLS.

020119. DEP CUSTODY TURNOVER. The **LPO/LCPO** shall ensure a face-to-face Future Sailor turnover occurs between the Future Sailor and recruiter in each case where custody of the Future Sailor must be transferred to a different recruiter and remind the Future Sailor of his understanding of this event during DEP Indoc and their acknowledgement documented in the DEP S.T.A.R.T. Guide. Turnover shall occur within 30-days of recruiter transfer. The **LPO/LCPO** shall conduct the transfer with the recruiters. The DEP Custody Turnover will be document on the R-Tools record.

020120. DEP EXECUTIVE SCREENS. The purpose of the DEP Executive Screen, is to measure DEP Program effectiveness, confirm that the Future Sailor is motivated about his/her decision to join the Navy, and verify that the Future Sailor is still eligible for enlistment and their rating/program and is ready to ship.

a. At a minimum, the CO, XO, CMC, R-OPS, CR and ACR will conduct at least 10 Executive Screens face-to-face or telephonically, per month on Future Sailors scheduled to ship two or more months out (second out-month and later).

b. Results of Executive Screens will be documented on NAVCRUIT 1133/62 and briefed to the commanding officer by the R-OPS. Any issues identified may warrant further action.

020121. DEP-OUT BRIEFING PRIOR TO SHIPPING TO RTC. This briefing shall be conducted by the **LPO/LCPO** and Recruiter on the seven-day recertification and reiterated 24-hours prior to ship date. It includes, but is not limited to, the following:

a. Review the contents of the DEP Training Folder with the Future Sailor.

b. Validate the Future Sailor's Referral Tracking Sheet.

c. Review the Future Sailor's PQS and ensure a NAVPERS 1070/613 is prepared if all requirements have been completed and MEPS has included the documentation in the Future Sailors service record. The NAVPERS 1070/613 can be delegated to other personnel as directed by the commanding officer.

d. Ensure that the Future Sailor is informed of all items that are authorized at RTC. They must be made aware that cigarettes, cigars, pipes, tobacco, and chewing tobacco are prohibited items while at recruit training.

e. Answer any last minute questions the Future Sailor may have before shipping.

020122. ATTRITION ANALYSIS. The primary purpose of attrition analysis is to identify the trends associated with attrition in order to develop a plan of action for minimal impact on mission success.

a. The R-OPS will conduct a monthly analysis of DEP and RTC attrition, and forward results along with recommended corrective actions to the commanding officer for review and approval.

b. The commanding officer should ensure corrective action is taken on Division, Divisions or a NAVCRUITSTA that has excessive in-month attrition, excessive requests for rollouts, or abnormally high RTC attrition.

020123. NON-INSTRUMENT DRUG TEST(NIDT). Policy guidance regarding the NIDT is contained in [COMNAVCRUITCOMINST 1130.9](#).

020124. COURTESY SHIPPING. Any Future Sailor who for any reason is unable to ship to RTC from the original MEPS they entered the DEP.

a. **LPO/LCPO's** must initiate a DAR up the chain of command requesting a courtesy ship.

b. The MEPS that the Future Sailor will be shipping to RTC from must be documented with current phone number and address on the DAR. Additionally the NAVCRUITSTA that will be providing support for the Future Sailor in the new local must be documented with phone number and name of **LPO/LCPO** on the DAR.

c. **LPO/LCPO's** must ensure all documents from the MEPS are mailed as soon as the courtesy ship is approved by the NAVCRUITDIST. **LPO/LCPO** must follow up with each MEPS and NAVCRUITSTA to ensure all documentation needed to ship is available and document all contacts in RTools. A courtesy ship does not release the **LPO/LCPO** of the responsibility to maintain contact with the Future Sailor.

(3) Maintain a historical database of NAVCRUIT 5305/1 documents. Process time for new requests should be within three to five working days of receipt.

h. **Division Leading Chief Petty Officer (DLCPPO) and Leading Petty Officer/Leading Chief Petty Officer (LPO/LCPO)**

(1) Ensure assigned recruiters submit NAVCRUIT 5305/1 within one working day when new contracts are processed.

(2) Verify recipient's eligibility for an award and data on NAVCRUIT 5305/1 with recruiting records (Applicant Log, RTools, OTools, or CIRIMS Print Out) and forward to the DEP Coordinator.

(3) Ensure awards are presented within 30 days of submitting all NAVCRUIT 5305/1 documents.

(4) The **LPO/LCPO** shall maintain a file of all Recruiting Referral Recognition documents for three years.

i. Recruiter. Complete NAVCRUIT 5305/1 and submit to the **LPO/LCPO** during the Daily Production Review .

030104. PROCEDURES FOR OBTAINING AWARDS AND SUPPLIES

a. Letters of Appreciation and Letters of Commendation will be prepared and signed by the Commanding Officer.

b. NAVCRUITCOM (002SA) will prepare NAVCRUITCOM Flag Letters of Commendation based on input provided by the NAVCRUITDIST. These awards shall be requested by submitting a NAVCRUIT 5305/1. NAVCRUITCOM (002SA) will forward the completed documents to the NAVCRUITDIST or current duty station, as appropriate, for presentation.

c. NAVCRUIT 5305/1 and OPNAV 1650/3 must include the recipient's current duty station for active duty or unit for Reservists. NAVCRUIT 5405/1 must be verified and signed by the Commanding Officer. Incomplete or unsigned submissions will be returned without action to the NAVCRUITDIST.

d. Recognition Letters and Certificates. Sample Letters of Appreciation, Letters of Commendation, and Award Certificates are available on the NAVCRUITCOM Quarterdeck website.

and a waiver are not required following administrative separation solely for the purpose of changing enlistment programs, although a waiver may be necessary in conjunction with eligibility requirements of the new program.

c. Commanding Officers are authorized to administratively separate (discharge) a member on inactive duty in DEP if, before the start of ACDU or IADT, that member does not meet the qualifications for enlistment as prescribed by NAVCRUITCOM; or, the member undergoes a change in personal situation or attitude that justifies separation from DEP. An administrative separation under this provision is an uncharacterized Entry Level Separation (ELS). A member who is being separated from DEP for a reason other than basic enlistment eligibility disqualification, must be counseled concerning opportunities in the Navy Reserve. The reasons for enlistment ineligibility may include but are not limited to:

(1) Any police involvement while in DEP resulting in confinement of more than 3 days, supervised and/or conditional probation, or parole requires a DEP discharge.

(2) Does not now meet dependency criteria.

(3) Does not now meet physical standards and an extension in DEP is not possible because of having reached maximum DEP time limit or additional DEP time within authorized limits is not considered appropriate.

(4) Indebtedness to a degree that the individual is considered a financial risk.

(5) Individuals who, through their actions while in DEP, demonstrate an attitude or personal traits that would indicate unacceptability for Naval Service (such as, apathy or hostility). Changes in attitude that might prove to be detrimental to success of an individual in the Navy, as well as a burden on the Navy itself, are difficult to assess in purely quantitative means. This type of decision requires command judgment based on personal counseling of the DEP member.

(6) Unfavorable SAC or NACLC investigation or unfavorable Police Record Check information subsequent to DEP enlistment. A written report to Defense Security Service (DSS) is required for discharges in this category.

(7) DEP member becomes disqualified for the enlistment program for any reason (medical, moral, failure to graduate from high school, etc.) and declines alternate program for which qualified.

(8) DEP member for USN/USNR program refuses to access onto active duty as scheduled.

(9) DEP member whereabouts become unknown.

(10) DEP member wants to pursue a four-year college education.

- (11) Concealment of prior service.
- (12) Personal hardship.
- (13) Religious training or appointment as an ordained minister.
- (14) Enlisted in another service.
- (15) Recruiting error.
- (16) Enlistment misunderstanding.
- (17) Presence of HIV (AIDS) antibody in blood detected by MEPS physical.
- (18) Parental consent is withdrawn for a 17-year-old DEP member.
- (19) Positive results on the MEPS Drug and Alcohol Test (DAT).

Note 1: Threatening DEP member with possible disciplinary actions for failing to enlist or coercing DEP members to fulfill their contractual obligations is inconsistent with the concept of the all-volunteer force (AVF). If a member of DEP refuses to ship, recruiters **will not** address the issue of possible disciplinary consequences for failure to report to active duty, nor will the DEP member be told that it is Navy policy to order or force an unwilling member to recruit training or to any other form of active or reserve duty.

Note 2: Recruiters must inform their **Division Leading Chief Petty Officer (DLCPO)** **immediately** whenever a DEP member is either unable or expresses intent of not fulfilling their contractual obligation for any reason. Once notified, the **DLCPO** has up to **48-hours** to make contact with the DEP member to affirm the individual's desires, attempt to re-motivate (in a professional manner-**free of coercion or intimidation**), and notify the command of recommended action to satisfy the DEP member's desires. When DEP discharge is recommended, the CO may direct the immediate administrative separation of the member from DEP. **The timeline from recruiting personnel notifying the **DLCPO** to the Commanding Officer's direction to DEP discharge a DEP member shall not exceed 72-hours.** A [DEP Action Request](#) (DAR), documenting DEP discharge must be placed in the member's residual file.

Note 3: Recruiting personnel will exercise sound judgment in their dealings and actions with DEP members declining enlistment to prevent them from feeling intimidated or coerced. This includes directing DEP members to travel beyond their hometown to facilitate a face-to-face meeting with recruiting supervisors for the purpose of discussing their reason(s) for declining to access onto active duty.

d. Canceling Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE) Reservations

Reason for Discharge	Code
Medical Disqualification-EPTS	ZAA
Medical Disqualification-Non/EPTS	ZAB
Pregnancy	ZAC
Death	ZAD
Moral Disqualification-EPTS	ZBA
Moral Disqualification-Non/EPTS	ZBB
Apathy/Personal Problem	ZBC
Refused to Enlist-Separate Action Initiated	ZBD
Did not Report on Date Scheduled for Active Duty- Separate Action Initiated	ZBE
Concealment of Prior Service	ZBF
Dependency Disqualification	ZCA
Marriage	ZCB
Personal Hardship	ZCC
Failure to Graduate from High School	ZDA
Pursuit of Higher Education	ZDB
Religious Training or Appointment as an Ordained Minister	ZDC
Enlisted in Another Service	ZEA
Recruiting Error	ZEB
Enlisted Misunderstanding	ZEC
No Longer Qualified for Option and Declines Alternate	ZED
Temporarily Disqualified through Loss of Original Option and Declines Alternate	ZEE
Enlistment Into Another Component of the Same Service	ZKC
Other Reason	ZFA
For MEPCOM use only	ZZZ

e. **Records.** Residual files of individuals DEP discharged shall be retained for a period of six years from the date of DEP discharge.

f Administrative Separation from Delayed Entry (Administrative Remarks, NAVPERS 1070/613) is **not** an annex to DD Form 4 and must be prepared under Article 040107. Signature of Commanding Officer is authorized by direction authority.

040108. SEPARATION OF ENLISTED PERSONNEL IMMEDIATELY AFTER THE SWEARING-IN CEREMONY. When an erroneous, fraudulent, or void enlistment is detected immediately after the swearing-in ceremony at the Military Entrance Processing Station (MEPS), take the following action:

a. The MEPS commander revokes any travel order issued assigning the individual to recruit training or other assigned command, and issues an order assigning the individual

to the sponsoring NAVCRUITDIST for appropriate Entry Level Separation (ELS) or discharge processing.

b. The Commanding Officer, NAVCRUITDIST notifies the individual of the erroneous, fraudulent, or void enlistment, and executes an administrative separation. The ([NAVPERS 1070/613](#)) Administrative Separation for Failure to Ship to RTC shall be completed, and a copy provided to the individual. The NAVCRUITDIST shall inform MEPS of the individual's administrative separation when completed.

c. The NAVCRUITDIST CO shall ensure the individual's PRIDE record is changed to reflect "unconfirmed" and cancel the individual's reservation for failure to ship to RTC.

040109. ENLISTEES UNABLE TO GO TO RECRUIT TRAINING FOR MEDICAL REASONS. The following procedures apply when an enlistee who has entered on active duty at a MEPS subsequently is unable to transfer to recruit training for medical reasons.

NOTE: Under no circumstances will the PRIDE reservation be cancelled for individuals covered under this sub-section.

a. Before shipping, the new service member is briefed on what to do in case of a medical emergency. This briefing includes who to contact in an emergency, so that the Navy can ensure the new member receives quality medical care and the member's family is promptly notified and kept up to date on the member's condition.

b. If an enlisted member incurs a medical emergency or incapacitation after the swearing-in ceremony at the MEPS, take the following action:

(1) If the illness or medical problem can be resolved within 24 hours and does not require hospitalization, the MEPS Commander informs the appropriate Commanding Officer, NAVCRUITDIST, modifies the member's original orders, and transfers the individual to the Recruit Training Command.

(2) If the illness or medical problem cannot be resolved within 24 hours and does require hospitalization, the MEPS Commander revokes any travel orders issued assigning the individual to recruit training and informs the appropriate Commanding Officer, NAVCRUITDIST of the medical emergency/problem.

(3) If the illness requires hospitalization, the MEPS Commander notifies the appropriate Commanding Officer, NAVCRUITDIST and issues orders transferring the member to the responsible Navy Recruiting District. The Commanding Officer, NAVCRUITDIST is responsible for ensuring that the applicant is medically provided for until the applicant arrives at the Recruit Training Command. To do this, the CO:

(a) Notifies the Geographic Medical Command (Officer of Medical Affairs) having responsibility for the area in which the member is hospitalized.

Note: Geographic Medical Command phone numbers and their areas of responsibility are provided in COMNAVMEDCOMINST 6320.3.

(b) Submits the necessary personnel casualty report per MILPERSMAN Article 1770-010.

(c) Ensures that Recruit Training Command is contacted.

(d) Coordinates with supporting PSD, to ensure member's pay record is established and that orders will be available upon release from the hospital.

(4) The Geographic Medical Command:

(a) Designates the Naval Medical Facility (NMF) responsible for the individual.

(b) Notifies all commands concerned of the patient's status.

(c) Directs disposition of the patient's service record.

c. Immediate notification to the Geographic Medical Command will ensure proper disposition of the hospitalized individual's records and ensures that proper monitoring of patient's condition is maintained by Navy Medical Authority. The Geographic Medical Command:

(1) Designates the Naval Medical Facility (NMF) responsible for the individual.

(2) Notifies all commands concerned of the patient's status.

(3) Directs disposition of the patient's service record.

040110. INJURY OR DEATH OF PERSONNEL IN DEP

a. Injury or Illness

(1) Personnel in NAVCRUITCOM, DEP are in Naval Reserve Category "L" which is non-pay, non-participating, Individual Ready Reserve (IRR). Since Navy DEP members in this category are not performing inactive duty training (drills) or active duty for training, they are not entitled to medical or dental care under NAVMEDCOMINST 6320.3, because they are not in a duty status.

(2) DEP members who suffer injury or acute illness while awaiting or undergoing processing at Navy and Marine Corps facilities or MEPS may be furnished emergency hospitalization for that injury or illness under NAVMEDCOMINST 6320.3, which covers applicants for enlistment or reenlistment in the Armed Forces, and applicants for enlistment in the Reserve components.

(3) Per NAVMEDCOMINST 6320.3, DEP members injured while participating in supervised DEP physical exercise programs, including the Initial Fitness Assessment (IFA), Physical Readiness Test (PRT) and Physical Screening Test (PST), may use naval medical and dental facilities when granted Secretary of the Navy designee status. These members may not be authorized to use civilian health care under the TRICARE program. Requests for consideration as a potential designee shall be submitted to Chief, Bureau of Medicine and Surgery (MED 311) via Commander, Navy Recruiting Command (N32). Include sufficient information concerning the injury and the circumstance under which the injury occurred to show cause for approval. The Secretary's discretionary authority is exercised most conservatively; favorable action is usually taken on requests involving instances wherein the treatment is in the best interest of the patient, the Navy, and the government. The mere need of medical care alone will not support approval of such a request.

(4) A DEP member who becomes permanently, non-physically qualified as a result of such injury or illness must be administratively separated from DEP as not eligible for active duty. If a DEP member is only temporarily non-physically qualified for active duty with a definite expected date of being fully qualified, then the individual may be retained in DEP and can be scheduled for a new shipping date as long as DEP length limits will not be exceeded.

(5) If there is enough doubt concerning the recovery of an injured or ill DEP member to full physical eligibility, the person shall be separated from DEP with the prospects of reentry into DEP when the individual's condition warrants. This procedure will avoid holding reservations based on questionable availability of the enlistee.

b. **Death.** When a DEP member dies, the CO, NAVCRUITDIST must send, a report of death in letter form and the DEP service record to Chief of Naval Personnel (Pers-66) with copies of the letter to NAVCRUITCOM (N32) and Area Commander. Include all pertinent information obtainable, such as full name, rate, SSN, date, place, and cause of death, sources of information, and the name and address of next of kin, in this report. The service record must contain the originals only of [DD Form 1966](#), [DD Form 4](#), Annexes, and service record NAVPERS 1070/613 containing the separation entry (Reason death). Mark the service record folder appropriately on the outside cover, "DIED - DEP." Prepare and send to the next of kin a letter of condolence from the Commanding Officer, NAVCRUITDIST. Notify the MEPS Liaison Petty Officer as soon as possible to cancel PRIDE reservation. Persons who die while in DEP are not eligible for death entitlements available to members who die while on active duty or while in a duty status.

CHAPTER 5

AFTER THE SALE

050101. APPLICANT BRIEFING. Recruiting personnel must brief all applicants for enlistment on Navy life, especially what they can expect during the early recruit training phases. In addition, recruiters shall show all applicants the films *Recruit Training – The Beginning*, *Zero Tolerance*, *Drug Testing in Navy Boot Camp*, and *Mutual Respect*. These are excellent aids for conditions to be expected during the early training phases.

a. Re-enlistees. Recruiters shall also show the film *Zero Tolerance* to prior service applicants before reenlistments. This film, approximately six minutes in length, provides a brief look at the Navy's drug policy and the reasons why drug use is not tolerated in the Navy.

b. Non U. S. Citizens. Non U. S. citizen applicants (permanent resident aliens) shall be briefed about the expeditious processing of requests to become naturalized citizens with the United States Citizenship and Immigration Services (USCIS) that results from service in the U. S. military. Non U. S. citizen service members may become naturalized citizens after completing **one** years of honorable service, provided they maintain all other USCIS eligibility requirements. The naturalization process normally takes up to five years for permanent resident aliens without U. S. military service.

Note: There is currently no requirement for a Navy service member to become Naturalized for retention or continued service.

050102. IMMUNIZATION RECORDS. To prevent unnecessary immunizations at RTC, new recruits must bring documentation on any immunizations received since birth.

a. Acceptable forms of documentation include yellow "shot cards", letters from physicians on letterhead stationery, and copies of medical records from school health programs, doctors' offices, clinics, hospitals, emergency rooms. or a completed immunization form as indicated below.

b. Recruiters must advise new recruits that if they do not provide proof of current vaccinations, they will receive the following vaccinations at RTC: measles, mumps, rubella (MMR); polio; yellow fever; and diphtheria-tetanus (DT or DPT). Hepatitis A, Hepatitis B, Meningococcal, and Gardasil.

c. Immunization Information for Navy Recruit Training.

(a) Recruiters shall request applicants provide a copy of their immunization record with their school transcript or diploma. When received, attach the immunization record to the applicant's Medical Pre-Screening Form, DD Form 2246, prior to

aforementioned Act. This information is normally provided at the indoctrination training schools or can be obtained at the first permanent duty station.

- a. Transportation. MEPS will arrange transportation to RTC Great Lakes. New recruits' luggage is their responsibility and they must personally **carry** it aboard the plane, train, or bus. Transportation from airlines/train/bus terminal to RTC is handled as follows: New recruits arriving at O'Hare International Airport are taken to RTC via NAVTRANS bus. The bus service begins at 0755 and runs until 2215 Monday through Friday, with buses leaving approximately every two hours. The service runs from 0755 to 1625 on Saturdays. New recruits arriving after regular bus service hours (or at any time at the train or bus terminals) must go to the USO to arrange transportation.

NOTE: Future Sailors taking personal hygiene products to RTC must be made aware of TSA regulations restricting liquids to 3 oz. and no aerosol products or gels. All 3 oz. liquid containers must be inside 1 one gallon zip type bag.

- d. Fraternization. Advise a new recruit that once they arrive at RTC, there is no talking or socializing between the sexes. Any recruit that breaks this rule may be set back two weeks in training.

050106. SPECIFIC INFORMATION FOR MALE NEW RECRUITS. Because storage space is extremely limited at RTC, instruct new recruits to limit the amount of personal effects brought with them, and keep luggage to a maximum of one small gym or travel bag. Advise new recruits reporting to RTC during winter months (October through April) to wear warm outer clothing. Counsel new recruits that during in-processing they will be required to mail any item not listed above, with their excess civilian clothing and personal effects, to their home at their own expense or donate them to charity. Personal items and clothing shall not be stored at RTC. In addition to the clothing worn on the trip, new recruits may also bring:

- a. One pair of prescription glasses (most recent pair) and reading glasses. NEW recruits are **not allowed** to wear contact lenses during recruit training. If only contact lenses are worn (e.g., a recent pair of glasses is not available), the new recruit may wear the contact lenses to RTC and bring a contact lens case with a small bottle of solution for cleaning, disinfecting, and storage. Military glasses will be issued during the first few days of in-processing and contact lens wear will then no longer be permitted.
- b. Money – maximum of \$50
- c. Light sweater/jacket for winter months
- d. Completed Direct Deposit Sign-Up (Standard Form 1198A)
- e. Check book and ATM card